

Illinois Heartland Library System

Disbursement Summary Report

Attachment 5.1

From 12/01/2019 Through 12/31/2019

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/5/2019	21357	No	AAIM EA Training and Consulting LLC	10	Pre-employment Drug Screen & Background Check New Hires	162.20
12/5/2019	21358	No	Alternative Business Systems	32	EDW:Provide Support for GL/Trial Balance 11/19/19	87.50
12/5/2019	21359	No	Ameren Illinois	10	EDW:Gas 10/29-11/27/19	374.77
12/5/2019	21360	No	Ameren Illinois	10	EDW:Electric & Lighting Srvc 10/27-11/26/19	1,000.46
12/5/2019	21361	No	Monro Inc	10	EDW:Change Oil/Filter & Tire Rotation Lic #U31660	76.99
12/5/2019		No	Monro Inc	10	EDW:Change Oil/Filter & Tire Rotation Lic #U33020	55.99
12/5/2019	21362	No	Beaumont Tire & Auto Repair	10	CHA:Replace Tires (4) Lic #U33167	681.84
12/5/2019	21363	No	George Alarm Co Inc	10	EDW:Fire/Burglar/Elevator Alarm Monitoring 01/01-03/31/20	282.90
12/5/2019	21364	No	i3 Broadband - CU	10	CHA:Internet 12/01-12/31/19	11.67
12/5/2019		No	i3 Broadband - CU	27	CHA:Internet 12/01-12/31/19	11.66
12/5/2019		No	i3 Broadband - CU	85	CHA:Internet 12/01-12/31/19	11.66
12/5/2019	21365	No	Illinois American Water	10	CHA:Water 10/25-11/25/19	75.10
12/5/2019	21366	No	Janet Jenkins	10	Board Member:Mileage Reimb-Jenkins, Janet 11/26/19	58.00
12/5/2019	21367	No	Mountain Valley Water of Carbondale	10	CAR:5 Gallon Purified Water Bottle (1)	12.50
12/5/2019	21368	No	Myler Automotive Repair Inc	10	CHA:Replace Rear Tail Light Lens Lic #U33167	290.33
12/5/2019	21369	No	Quill Corporation	10	EDW:Copy Paper (2), Binder Clips (12), Hand Soaps, Trash Bags & Wipes	132.59
12/5/2019		No	Quill Corporation	85	EDW:Copy Paper (2), Binder Clips (12), Hand Soaps, Trash Bags & Wipes	31.99
12/5/2019	21370	No	Republic Services # 729	10	CHA:Trash & Recycling Removal 12/01-12/31/19	195.80
12/5/2019	21371	No	Republic Services # 350	10	EDW:Trash & Recycling Removal 12/01-12/31/19	106.82
12/5/2019	21372	No	Royal Cleaning & Lewis Enterprises	10	CHA:Janitorial Srvc November 2019	600.00
12/5/2019	21373	No	S & G Custom Mowing	10	CHA:Snow Removal 11/11/19	145.00
12/5/2019	21374	No	Speed Lube # 11	10	CHA:Change Oil/Filter Lic #U32276	57.95
12/5/2019	21375	No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U30759	57.95
12/5/2019		No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U33167	57.95
12/5/2019	21376	No	Today's Technology Auto Repair	10	CAR:Replace Door Check Link Lic #U32518	122.29
12/5/2019	21377	No	Verizon Wireless	10	Cellphone Srvc, MIFI, Router & After Hrs Line 10/24-11/23/19	389.52
12/5/2019		No	Verizon Wireless	85	Cellphone Srvc, MIFI, Router & After Hrs Line 10/24-11/23/19	445.58
12/5/2019	21378	No	Xerox Corporation	10	EDW:Base & Usage Chrg 10/21-11/21/19	126.97
12/5/2019		No	Xerox Corporation	27	EDW:Base & Usage Chrg 10/21-11/21/19	126.97
12/5/2019		No	Xerox Corporation	85	EDW:Base & Usage Chrg 10/21-11/21/19	126.95
12/5/2019	21379	No	Xerox Corporation	32	EDW:Base & Usage Chrg 10/21-11/21/19	374.40
12/5/2019	21380	No	Xerox Financial Services	10	CAR:Base & Usage Chrg 10/24-11/23/19	175.37
12/5/2019		No	Xerox Financial Services	85	CAR:Base & Usage Chrg 10/24-11/23/19	95.95
12/9/2019	ACHIMRFNov2019-2	No	Illinois Municipal Retirement Fund	10	November 2019 Add'l IMRF Payment	12.61
12/10/2019	21381	No	Marian Albers	10	Member Day-Mileage Reimb-Albers, Marian (Presenter) 11/07/19	97.44
12/10/2019	21382	No	American Pest Control	10	CHA:Monthly Extermination 12/06/19	35.00
12/10/2019	21383	No	Leslie M Bednar	10	Board Mtg (CHA):Mileage Reimb-Bednar, Leslie 11/26/19	189.08
12/10/2019	21384	No	Bel-O Sales & Service Inc	10	EDW:Maint of 11 HVAC Units & Replace Filters 12/09/19	2,158.00 A
12/10/2019	21385	No	Borchers Decorating LLC	10	CHA:Repair Facia Damaged by Truck	3,931.00 B
12/10/2019	21386	No	Consolidated Communications	10	Local/Long Distance & Toll Free Line 12/01-12/31/19	110.81
12/10/2019		No	Consolidated Communications	27	Local/Long Distance & Toll Free Line 12/01-12/31/19	73.87
12/10/2019		No	Consolidated Communications	32	Local/Long Distance & Toll Free Line 12/01-12/31/19	73.87
12/10/2019		No	Consolidated Communications	85	Local/Long Distance & Toll Free Line 12/01-12/31/19	110.82
12/10/2019	21387	No	Edwardsville Auto Inc	10	EDW:Change Oil/Filter & Remove GPS Lic #U29923	93.48
12/10/2019	21388	No	Innovative Interfaces Inc	85	Admin Training & PAC Customization (6hrs)	1,200.00 C
12/10/2019	21389	No	Marketview Car Wash	10	CAR:Van Washes Lic #U33167, U30799, U30759, U32276 & U32274	40.00
12/10/2019	21390	No	Ellen C Popit	10	Members Matter Mtg-Reimb for Cookies-Popit, Ellen 12/03/19	25.89
12/10/2019	21391	No	SIUC Research Park Inc	10	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet	7,989.36
12/10/2019		No	SIUC Research Park Inc	85	CAR:Office Leasing/Electric & Lighting Srvc/Fiber Internet	40.00
12/10/2019	21392	No	Charter Communications	10	EDW:Internet 12/01-12/31/19	41.09
12/10/2019		No	Charter Communications	27	EDW:Internet 12/01-12/31/19	41.08
12/10/2019		No	Charter Communications	32	EDW:Internet 12/01-12/31/19	41.08
12/10/2019		No	Charter Communications	85	EDW:Internet 12/01-12/31/19	41.08
12/10/2019	21393	No	The MARC of Quality	27	MARC Global & Report Subscription 01/01/20-12/31/20	275.00 D

Illinois Heartland Library System
 Disbursement Summary Report
 From 12/01/2019 Through 12/31/2019

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/10/2019		No	The MARC of Quality	85	MARC Global & Report Subscription 01/01/20-12/31/20	8,170.00
12/10/2019	21394	No	Today's Technology Auto Repair	10	CAR:Change Oil/Filter & Tire Rotation Lic #U33023	78.17
12/10/2019	21395	No	Sandra West	10	Board Member:Mileage Reimb-West, Sandra 11/26/19	48.72
12/10/2019	21396	No	Wex Bank	10	Fuel Charges 11/06-12/05/19	14,553.15
12/10/2019		No	Wex Bank	27	Fuel Charges 11/06-12/05/19	17.25
12/10/2019		No	Wex Bank	85	Fuel Charges 11/06-12/05/19	219.76
12/10/2019	21397	No	Xerox Corporation	10	CHA:Base & Usage Chrg 10/21-11/21/19	78.64
12/10/2019		No	Xerox Corporation	27	CHA:Base & Usage Chrg 10/21-11/21/19	78.63
12/10/2019		No	Xerox Corporation	85	CHA:Base & Usage Chrg 10/21-11/21/19	78.63
12/23/2019	21398	No	51 Fire & Safety	10	CHA:Annual Fire Extinguisher (9) & Hydro Text Extinguisher	210.25
12/23/2019	21399	No	Above and Beyond Commercial Cleaning	10	EDW:Janitorial Srvc November 2019	600.00
12/23/2019	21400	No	Ameren Illinois	10	CHA:Electric & Lighting Srvc 11/14-12/16/19	691.27
12/23/2019	21401	No	Ameren Illinois	10	CHA:Gas 11/14-12/16/19	481.18
12/23/2019	21402	No	AT&T	10	EDW:Internet 12/10/19-01/09/20	95.34
12/23/2019		No	AT&T	27	EDW:Internet 12/10/19-01/09/20	95.34
12/23/2019		No	AT&T	32	EDW:Internet 12/10/19-01/09/20	95.34
12/23/2019		No	AT&T	85	EDW:Internet 12/10/19-01/09/20	95.34
12/23/2019	21403	No	AT&T	10	EDW:Elevator Phone Line 11/05-12/04/19	42.37
12/23/2019		No	AT&T	85	EDW:Elevator Phone Line 11/05-12/04/19	42.37
12/23/2019	21404	No	AT&T	10	EDW:Fax Line 11/05-12/04/19	65.06
12/23/2019		No	AT&T	32	EDW:Fax Line 11/05-12/04/19	65.06
12/23/2019		No	AT&T	85	EDW:Fax Line 11/05-12/04/19	65.06
12/23/2019	21405	No	Monro Inc	10	EDW:Change Oil/Filter & Tire Rotation Lic #U32517	55.99
12/23/2019		No	Monro Inc	10	EDW:Replace Brake Pads, Rotors & Calipers Lic #U29923	1,164.98
12/23/2019	21406	No	Frank Bandre	10	Board Member:Mileage Reimb-Bandre, Frank 07/23-12/12/19	181.68
12/23/2019	21407	No	Bibliotheca LLC	85	eBooks Subscription Purchases 11/01-11/30/19	13,687.21 E
12/23/2019	21408	No	Busey	10	Busey Credit Card Stmt Ending 12/02/19	8,745.69
12/23/2019		No	Busey	27	Busey Credit Card Stmt Ending 12/02/19	145.00
12/23/2019		No	Busey	85	Busey Credit Card Stmt Ending 12/02/19	776.66
12/23/2019	21409	No	Stacey Carter	10	Board Member:Mileage Reimb-Carter, Stacey 11/26/19	75.40
12/23/2019	21410	No	CMC Electric Inc	10	EDW:Replace Bulbs & Reseal Flag Pole Lights 12/02/19	375.00
12/23/2019	21411	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	1,337.24
12/23/2019		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	29.79
12/23/2019	21412	No	GIS Benefits	10	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	1,596.48
12/23/2019		No	GIS Benefits	27	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	251.90
12/23/2019		No	GIS Benefits	32	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	122.71
12/23/2019		No	GIS Benefits	85	Dental, AD&D, Life & Vision Ins 01/01-01/31/20	893.33
12/23/2019	21413	No	Guardian	10	Supp Ins 01/01-01/31/20	148.46
12/23/2019		No	Guardian	32	Supp Ins 01/01-01/31/20	11.89
12/23/2019		No	Guardian	85	Supp Ins 01/01-01/31/20	65.90
12/23/2019	21414	No	Landmark Ford	66	CAR:Delivery Van-2019 Ford Transit	27,480.00 F
12/23/2019	21415	No	Myler Automotive Repair Inc	10	CHA:Replace Tail Light Lens Lic #U30759	303.32
12/23/2019	21416	No	NCPERS Group Life Ins	10	Supp Life Ins 01/01-01/31/2020	101.60
12/23/2019		No	NCPERS Group Life Ins	32	Supp Life Ins 01/01-01/31/2020	26.40
12/23/2019		No	NCPERS Group Life Ins	85	Supp Life Ins 01/01-01/31/2020	64.00
12/23/2019	21417	No	Safelite Fulfillment Inc	10	EDW:Replace Windshield Lic #U32277	292.20
12/23/2019	21418	No	Mary L Smith	10	Board Member:Mileage Reimb-Smith, Mary 12/12/19	32.02
12/23/2019	21419	No	Speed Lube # 14	10	CHA:Change Oil/Filter Lic #U30799	57.95
12/23/2019	21420	No	Speed Lube # 2	10	CHA:Change Oil/Filter Lic #U30758	57.95
12/23/2019	21421	No	Staples Advantage	10	CAR:Copy Paper (2 cs) & Desk Calendar	48.98
12/23/2019		No	Staples Advantage	85	CAR:Copy Paper (2 cs) & Desk Calendar	43.99
12/23/2019	21422	No	The Hartford	10	Auto Insurance Endorsement 11/26/19-06/30/20	708.00 G
12/23/2019	21423	No	Today's Technology Auto Repair	10	CAR:Repair Driver Side Door Handle Lic #U33021	58.52
12/23/2019	21424	No	Tri County Storage	10	EDW:Storage Unit for Cubicle Walls 01/01-01/31/20	88.00
12/23/2019	21425	No	Vogler Collision Center	10	CAR:Deductible on Repairs-Van in Accident Lic #U33021	500.00
12/23/2019	21426	No	William C Wagner Jr	10	Board Member:Mileage Reimb-Wagner, William 11/26-12/12/19	34.80
12/23/2019	21427	No	Xerox Financial Services	10	EDW:Base & Usage Chrg 10/30-11/29/19	129.95
12/30/2019	ACHIMRFDec2019	No	Illinois Municipal Retirement Fund	10	December 2019 IMRF Payment	5,634.61

Illinois Heartland Library System
 Disbursement Summary Report
 From 12/01/2019 Through 12/31/2019

Check Date	Check Number	Spoiled	Vendor Name	Fund Code	Transaction Description	Transaction Amount
12/30/2019		No	Illinois Municipal Retirement Fund	27	December 2019 IMRF Payment	1,122.24
12/30/2019		No	Illinois Municipal Retirement Fund	32	December 2019 IMRF Payment	783.09
12/30/2019		No	Illinois Municipal Retirement Fund	85	December 2019 IMRF Payment	<u>4,062.21</u>
Total 1000 - US Bank-General Fund						120,446.25
12/4/2019	ACHILPR20191202	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/02/2019	2.88
12/5/2019	ACHIRSPR2019120	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/02/2019	30.24
12/13/2019	ACHILPR20191213	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/13/2019	2,771.31
12/13/2019		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/13/2019	436.38
12/13/2019		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/13/2019	185.83
12/13/2019		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/13/2019	1,396.20
12/13/2019	ACHIRSPR2019121	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/13/2019	14,709.03
12/13/2019		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/13/2019	2,235.42
12/13/2019		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/13/2019	1,001.41
12/13/2019		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/13/2019	7,351.22
12/27/2019	ACHILPR20191227	No	Illinois Department of Revenue	10	IL Payroll Tax Deposit - PD 12/27/2019	3,027.97
12/27/2019		No	Illinois Department of Revenue	27	IL Payroll Tax Deposit - PD 12/27/2019	436.38
12/27/2019		No	Illinois Department of Revenue	32	IL Payroll Tax Deposit - PD 12/27/2019	188.21
12/27/2019		No	Illinois Department of Revenue	85	IL Payroll Tax Deposit - PD 12/27/2019	1,228.89
12/27/2019	ACHIRSPR2019122	No	Department of the Treasury	10	IRS Payroll Tax Deposit-PD 12/27/2019	15,216.43
12/27/2019		No	Department of the Treasury	27	IRS Payroll Tax Deposit-PD 12/27/2019	2,235.42
12/27/2019		No	Department of the Treasury	32	IRS Payroll Tax Deposit-PD 12/27/2019	1,013.94
12/27/2019		No	Department of the Treasury	85	IRS Payroll Tax Deposit-PD 12/27/2019	<u>6,461.07</u>
Total 1030 - US Bank - Web Junction/(Payroll)						<u>59,928.23</u>
Total Disbursed						<u>180,374.48</u>

Non-routine Bill Payments Explanations

- A-** Seasonal maintenance of 11 HVAC units in Edwardsville & replaced filters on 12/09/19.
- B-** Repair fascia in Champaign that was damaged by truck. Received 50% reimbursement from RAILS.
- C-** Administration online training & PAC customization (6hrs) for SHARE staff.
- D-** Annual subscription renewal for MARC Report & MARC Global (01/01/2020-12/31/2020).
- E-** eBooks purchased 11/01-11/30/19 & eBooks purchases to be reimbursed by members.
- F-** Purchase of one (1) 2019 Ford Transit delivery van. This was a replacement for a totaled van in Carbondale.
- G-** Premium for Auto Insurance to provide coverage for the recent purchase of (1) 2019 Ford Transit delivery vans (11/26/19-06/30/20).

Illinois Heartland Library System
 Credit Card Transactions
 From 11/02/2019 Through 12/02/2019

Credit Card							Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code	
12/2/2019	4654 2458-Pernicka Julia A	11/14/2019	HYATT REGENCY	Lib Mktg Conf:Parking-Pernicka, Julia 11/2019	31.50	10	5250	01	10	
12/2/2019	4654 2458-Pernicka Julia A	11/15/2019	HYATT REGENCY	Lib Mktg Conf:Parking-Pernicka, Julia 11/2019	<u>31.50</u>	10	5250	01	10	
Total 4654 2458-Pernicka Julia A					63.00					
12/2/2019	4654 2482-Brown Troy M	11/1/2019	AMAZON	CAR:Hard Drive (2) 11/2019	178.98	10	5360	04	12	
12/2/2019	4654 2482-Brown Troy M	11/2/2019	MAILCHIMP	Subscription:MailChimp Monthly 11/2019	34.99	10	5330	01	10	
12/2/2019	4654 2482-Brown Troy M	11/4/2019	PAYFLOW/PAYPAL	PayPal Monthly Srvc Fee 11/2019	30.00	85	5725	01	85	
12/2/2019	4654 2482-Brown Troy M	11/7/2019	HOLIDAY INN	Member Day-Breakfast-Brown, Troy 11/2019	17.05	10	5315	04	10	
12/2/2019	4654 2482-Brown Troy M	11/7/2019	HOLIDAY INN	Member Day-Lodging-Brown, Troy 11/2019	105.28	10	5315	04	10	
12/2/2019	4654 2482-Brown Troy M	11/7/2019	PP IHLS	PayPal Here Portable Card Reader Test Fee 11/2019	5.45	10	5725	04	10	
12/2/2019	4654 2482-Brown Troy M	11/8/2019	PP IHLS	Refund PayPal Here Portable Card Reader Test Fee 11/2019	(5.30)	10	5725	04	10	
12/2/2019	4654 2482-Brown Troy M	11/16/2019	AMAZON	CAR:Gaffers Tape (2) 11/2019	44.34	10	5360	04	10	
12/2/2019	4654 2482-Brown Troy M	11/16/2019	AMAZON	CAR:External Portable SSD (2) & Carrying Case (2) 11/2019	621.96	85	5360	04	85	
12/2/2019	4654 2482-Brown Troy M	11/21/2019	DASHLANE PREMIUM	CAR:IT Password Manager Software 11/2019	192.00	10	5360	04	12	
12/2/2019	4654 2482-Brown Troy M	11/27/2019	HIPCAST	Recording Storage 11/2019	<u>4.95</u>	85	5550	04	85	
Total 4654 2482-Brown Troy M					1,229.70					
12/2/2019	4695 2640-Petty Linda	10/31/2019	HAMPTON INNS	CAR Trip:Lodging-Petty, Linda 11/2019	69.00	10	5260	01	20	
12/2/2019	4695 2640-Petty Linda	11/4/2019	FINISH LINE	CAR:Van Wash Lic #U25399 11/2019	12.99	10	5210	04	10	
12/2/2019	4695 2640-Petty Linda	11/7/2019	ENTERPRISE	Member Day-Van Rental 11/2019	164.15	10	5315	01	10	
12/2/2019	4695 2640-Petty Linda	11/10/2019	FINISH LINE	CAR:Car Wash Lic #U18520 11/2019	12.99	10	5210	04	10	
12/2/2019	4695 2640-Petty Linda	11/11/2019	DOMINOS	Veterans Day-Pizza for Delivery-EDW 11/2019	42.57	10	5290	01	20	
12/2/2019	4695 2640-Petty Linda	11/12/2019	JERRY & SONS	EDW:Winching Fee-Stuck Van Lic #U30841 11/2019	85.00	10	5210	01	20	
12/2/2019	4695 2640-Petty Linda	11/14/2019	AMAZON	EDW:Charging Stations for iPads & Van Phones 11/2019	69.98	10	5360	01	20	
12/2/2019	4695 2640-Petty Linda	11/16/2019	FINISH LINE	CAR:Van Wash Lic #U33056 11/2019	12.99	10	5210	04	20	
12/2/2019	4695 2640-Petty Linda	11/20/2019	AMAZON	Emergency Kit (1) 11/2019	22.90	10	5245	04	10	
12/2/2019	4695 2640-Petty Linda	11/25/2019	WALMART	EDW:Washer Fluid (5) 11/2019	8.90	10	5210	01	20	
12/2/2019	4695 2640-Petty Linda	11/25/2019	WALMART	EDW:Def for Box Truck Lic #U31660 11/2019	15.76	10	5210	01	22	
12/2/2019	4695 2640-Petty Linda	11/26/2019	AMAZON	EDW:Emergency Kit for Vehicles (3) 11/2019	71.97	10	5245	01	10	
12/2/2019	4695 2640-Petty Linda	11/26/2019	AMAZON	EDW:Emergency Kit for Vehicles (9) 11/2019	215.91	10	5245	01	20	
12/2/2019	4695 2640-Petty Linda	11/26/2019	AMAZON	CAR:Emergency Kit for Vehicles (4) 11/2019	95.96	10	5245	04	20	
12/2/2019	4695 2640-Petty Linda	11/30/2019	FINISH LINE	CAR:Van Wash Lic #U33021 11/2019	12.99	10	5210	04	20	
12/2/2019	4695 2640-Petty Linda	11/30/2019	FINISH LINE	CAR:Van Wash Lic #U33022 11/2019	12.99	10	5210	04	20	
12/2/2019	4695 2640-Petty Linda	11/30/2019	FINISH LINE	CAR:Van Wash Lic #U33023 11/2019	<u>12.99</u>	10	5210	04	22	
Total 4695 2640-Petty Linda					940.04					
12/2/2019	5042 9006-Popit Ellen C	11/5/2019	PARTY CITY	Member Day-Photo Props 11/2019	32.89	10	5315	04	10	
12/2/2019	5042 9006-Popit Ellen C	11/7/2019	HOLIDAY INN	Member Day-Lodging-Popit, Ellen 11/2019	105.28	10	5315	04	10	

Illinois Heartland Library System
 Credit Card Transactions
 From 11/02/2019 Through 12/02/2019

Credit Card	Bill Date	Employee	Trans Date	Vendor	Description	Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
	12/2/2019	5042 9006-Popit Ellen C	11/7/2019	HOLIDAY INN	Member Day-Lodging-Yackle, Anna 11/2019	105.28	10	5315	04	10
	12/2/2019	5042 9006-Popit Ellen C	11/26/2019	DRURY INN	CHA Board Mtg:Lodging-Popit, Ellen 11/2019	96.04	10	5265	04	10
	12/2/2019	5042 9006-Popit Ellen C	11/26/2019	DRURY INN	CHA Board Mtg:Lodging-Yackle, Anna 11/2019	<u>96.04</u>	10	5265	04	10
		Total 5042 9006-Popit Ellen C				435.53				
	12/2/2019	5085 0664-Palmer Susan	10/31/2019	OFFICEMAX/DEPOT	Member Day-Name Badge Inserts 11/2019	33.74	10	5315	01	10
	12/2/2019	5085 0664-Palmer Susan	11/6/2019	AMAZON	EDW:Carpet Tape 11/2019	6.95	10	5365	01	10
	12/2/2019	5085 0664-Palmer Susan	11/13/2019	BOUQ BOX FLOWERS	Flowers-Jane Plass Retirement (RAILS) 11/2019	70.50	10	5290	01	10
	12/2/2019	5085 0664-Palmer Susan	11/19/2019	HOME DEPOT	EDW:Plant for Front Door 11/2019	58.88	10	5190	01	10
	12/2/2019	5085 0664-Palmer Susan	11/26/2019	SAMS CLUB	EDW:Bath Tissue (1cs), C-Fold Paper Towels (2) & Paper Towels (1)	134.46	10	5190	01	10
	12/2/2019	5085 0664-Palmer Susan	11/26/2019	SAMS CLUB	EDW:Coffee (2) 11/2019	15.96	10	5390	01	10
	12/2/2019	5085 0664-Palmer Susan	11/28/2019	OMNILERT	EDW:Rained Out Text Alert System 11/2019	<u>29.95</u>	10	5400	01	10
		Total 5085 0664-Palmer Susan				350.44				
	12/2/2019	5174 4296-Bednar Leslie M	11/6/2019	TARGET	Member Day-Gift Cards for Team Leaders 11/2019	180.00	10	5315	01	10
	12/2/2019	5174 4296-Bednar Leslie M	11/6/2019	THE AUGUST GARDEN	Member Day-Flowers for Presenters, Ellen & Stacie 11/2019	316.00	10	5315	01	10
	12/2/2019	5174 4296-Bednar Leslie M	11/16/2019	PANERA	Working Lunch-Rhonda, Shirley & Colleen 11/2019	60.00	10	5290	01	10
	12/2/2019	5174 4296-Bednar Leslie M	11/25/2019	AMERICAN PAYROLL ASSOC	APA Membership-Johnisee, Rhonda 11/2019	<u>289.00</u>	10	5700	01	10
		Total 5174 4296-Bednar Leslie M				845.00				
	12/2/2019	5407 5276-Chapman Brandon M	11/13/2019	OISHI HIBACHI	Working Lunch-CHA Trip-Brandon & John 11/2019	68.58	10	5290	01	12
	12/2/2019	5407 5276-Chapman Brandon M	11/20/2019	17TH STREET BBQ	Working Lunch-CAR Trip-Brant, Brandon & John 11/2019	66.87	10	5290	01	12
	12/2/2019	5407 5276-Chapman Brandon M	11/27/2019	ITECHSHARK	CHA:Delivery iPad Repair 11/2019	<u>80.16</u>	10	5360	01	20
		Total 5407 5276-Chapman Brandon M				215.61				
	12/2/2019	5645 2424-Bushong Stacie L	11/5/2019	DOLLAR TREE	Member Day-Picture Frames (10) 11/2019	10.81	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/6/2019	CRACKER BARREL	Member Day-Lunch-Setup Team (6) 11/2019	78.60	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/6/2019	WM SUPERCENTER	Member Day-Hand Sanitizer (7) 11/2019	11.88	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/7/2019	LA QUINTA	Member Day-Lodging-Bushong, Stacie 11/2019	106.21	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/7/2019	LA QUINTA	Member Day-Lodging-Palmer, Susan 11/2019	106.21	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/7/2019	LA QUINTA	Member Day-Lodging-Petty, Linda 11/2019	106.21	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/7/2019	TGI FRIDAYS	Member Day-Dinner-Setup Team (6) 11/2019	115.35	10	5315	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/13/2019	PANERA	Working Lunch-HR Interviews-4 Staff 11/2019	41.92	10	5290	01	10
	12/2/2019	5645 2424-Bushong Stacie L	11/26/2019	JETS PIZZA	Working Lunch-CHA Staff-Board Mtg 11/2019	<u>121.76</u>	10	5290	01	10
		Total 5645 2424-Bushong Stacie L				698.95				
	12/2/2019	5724 8417-Kates Linda	11/4/2019	ROAD READY	CHA:Replace Liftgate Motor Lic #U30209 11/2019	530.64	10	5210	02	22
	12/2/2019	5724 8417-Kates Linda	11/5/2019	PROTILLOS	Sorters Mtg-Lunch (7 Staff) 11/2019	69.95	10	5290	02	20
	12/2/2019	5724 8417-Kates Linda	11/6/2019	AMSOIL	CHA:Winter Fuel Additive Lic #U30209 11/2019	122.15	10	5210	02	22

Illinois Heartland Library System
 Credit Card Transactions
 From 11/02/2019 Through 12/02/2019

Credit Card						Fund	G/L#	Loc#	Dept#
Bill Date	Employee	Trans Date	Vendor	Description	Amount	Code	Code	Code	Code
12/2/2019	5724 8417-Kates Linda	11/6/2019	MENARDS	CHA:WD40, Air Freshner, Door Stop, Lysol & Wipes 11/2019	38.74	10	5190	02	10
12/2/2019	5724 8417-Kates Linda	11/6/2019	MENARDS	CHA:De-Icer (2) 11/2019	5.92	10	5210	02	20
12/2/2019	5724 8417-Kates Linda	11/6/2019	MENARDS	CHA:Ziplock Bags 11/2019	9.96	10	5390	02	10
12/2/2019	5724 8417-Kates Linda	11/16/2019	GLOBAL INDUSTRIAL	CHA:Carts for Delivery Pickup at Urbana Free Lib 11/2019	328.73	10	5385	02	20
12/2/2019	5724 8417-Kates Linda	11/18/2019	SAMS CLUB	CHA:Lysol & Kleenex 11/2019	38.94	10	5190	02	10
12/2/2019	5724 8417-Kates Linda	11/18/2019	SAMS CLUB	CHA:Lens Wipes 11/2019	8.86	10	5385	02	20
12/2/2019	5724 8417-Kates Linda	11/19/2019	DAVE HARRY LOCKSMITHS	CHA:Repair North Dock Lock 11/2019	135.00	10	5180	02	10
12/2/2019	5724 8417-Kates Linda	11/22/2019	GRABER BUILDING SUPP	CHA:Delivery Tubs 11/2019	959.04	10	5385	02	20
12/2/2019	5724 8417-Kates Linda	11/25/2019	MEIJER	Networking Bd Mtg-Food 11/2019	<u>32.96</u>	10	5290	02	10
	Total 5724 8417-Kates Linda				2,280.89				
12/2/2019	6094 1800-Granger Dominique S	11/1/2019	INDEED	Job Posting-HR Coordinator 11/2019	119.33	10	5070	01	10
12/2/2019	6094 1800-Granger Dominique S	11/1/2019	INDEED	Job Posting-Courier 11/2019	119.32	10	5070	01	20
12/2/2019	6094 1800-Granger Dominique S	11/1/2019	INDEED	Job Posting-Courier 11/2019	119.32	10	5070	02	20
12/2/2019	6094 1800-Granger Dominique S	11/6/2019	PANERA	IMRF Training:Breakfast-Granger, Dominique 11/2019	7.85	10	5260	01	10
12/2/2019	6094 1800-Granger Dominique S	11/6/2019	PHILLIPS 66	IMRF Training:Dinner-Granger, Dominique 11/2019	4.14	10	5260	01	10
12/2/2019	6094 1800-Granger Dominique S	11/6/2019	STARBUCKS	IMRF Training:Breakfast-Granger, Dominique 11/2019	5.30	10	5290	01	10
12/2/2019	6094 1800-Granger Dominique S	11/14/2019	WOOD N HOG	Working Lunch-CHA Board Mtg-Granger, Dominique 11/2019	18.76	10	5290	01	10
12/2/2019	6094 1800-Granger Dominique S	12/1/2019	INDEED	Job Posting-Admin Asst Operations 11/2019	119.75	10	5070	01	20
12/2/2019	6094 1800-Granger Dominique S	12/1/2019	INDEED	Job Posting-Courier 11/2019	119.75	10	5070	04	20
12/2/2019	6094 1800-Granger Dominique S	12/1/2019	INDEED	Job Posting-SHARE Admin Services Supervisor 11/2019	<u>119.75</u>	85	5070	01	85
	Total 6094 1800-Granger Dominique S				753.27				
12/2/2019	6176 8343-Yackle Annabel	11/15/2019	BAYMONT BY WYNDHAM	Trustee Training-Lodging-Yackle, Anna 11/2019	77.94	10	5265	04	10
12/2/2019	6176 8343-Yackle Annabel	11/15/2019	DOLLAR GENERAL	Trustee Training-Cups, Plates, Napkins, Candy & Creamer 11/2019	13.96	10	5300	04	10
12/2/2019	6176 8343-Yackle Annabel	11/15/2019	TASTE OF THAI	Trustee Training-Dinner-Yackle, Anna 11/2019	22.95	10	5260	04	10
12/2/2019	6176 8343-Yackle Annabel	11/16/2019	SCOOP DU JOUR	Trustee Training-Snacks 11/2019	<u>70.00</u>	10	5300	04	10
	Total 6176 8343-Yackle Annabel				184.85				
12/2/2019	6359 8292-Greve Penrod Shandi	11/6/2019	FASTSPRING	Member Day-Banner 11/2019	135.94	10	5315	01	10
12/2/2019	6359 8292-Greve Penrod Shandi	11/6/2019	MINUTEMAN PRESS	Member Day-Programs (265), Posters (3) & Sign (1) 11/2019	882.64	10	5315	01	10
12/2/2019	6359 8292-Greve Penrod Shandi	11/6/2019	MINUTEMAN PRESS	EDW:Thank You Cards with IHLS Logo (100) 11/2019	50.95	10	5365	01	10
12/2/2019	6359 8292-Greve Penrod Shandi	11/14/2019	HYATT REGENCY	Lib Mktg Conf:Parking-Greve Penrod, Shandi 11/2019	31.50	10	5250	01	10
12/2/2019	6359 8292-Greve Penrod Shandi	11/15/2019	HYATT REGENCY	Lib Mktg Conf:Parking-Greve Penrod, Shandi 11/2019	31.50	10	5250	01	10
12/2/2019	6359 8292-Greve Penrod Shandi	11/21/2019	CSPRC OF ST LOUIS	CSPRC Luncheon:Registration-Greve Penrod, Shandi 11/2019	<u>35.00</u>	10	5290	01	10
	Total 6359 8292-Greve Penrod Shandi				1,167.53				
12/2/2019	6366 3690-Thomas Pamela	11/1/2019	PANERA	Supervisors Mtg-Lunch (3 Staff) 11/2019	47.85	10	5290	02	10
12/2/2019	6366 3690-Thomas Pamela	11/22/2019	ILA	Reaching Fwd 2020 Conf:Lunch-Erin & Pam 11/2019	70.00	27	5260	02	27

Illinois Heartland Library System

Credit Card Transactions

From 11/02/2019 Through 12/02/2019

Credit Card						Amount	Fund Code	G/L# Code	Loc# Code	Dept# Code
Bill Date	Employee	Trans Date	Vendor	Description						
12/2/2019	6366 3690-Thomas Pamela	11/22/2019	ILA	Reaching Fwd 2020 Conf:Exhibit Table 11/2019		75.00	27	5330	02	27
12/2/2019	6366 3690-Thomas Pamela	11/26/2019	WM SUPERCENTER	EDW:Tongs & Bowl 11/2019		5.65	10	5190	02	10
12/2/2019	6366 3690-Thomas Pamela	11/26/2019	WM SUPERCENTER	Networking Mtg & Staff Lunch-Food 11/2019		<u>27.02</u>	10	5290	02	10
	Total 6366 3690-Thomas Pamela					225.52				
12/2/2019	6422 0458-Parr Casey	11/18/2019	WM SUPERCENTER	CAR:Air Freshners, Tissues, Disinfectant & Paper Towels 11/2019		33.46	10	5190	04	10
12/2/2019	6422 0458-Parr Casey	11/18/2019	WM SUPERCENTER	CAR:Washer Fluid (4) 11/2019		7.12	10	5210	04	20
12/2/2019	6422 0458-Parr Casey	11/20/2019	WALMART	CAR:Countertop Dishwasher 11/2019		<u>214.49</u>	10	5365	04	10
	Total 6422 0458-Parr Casey					255.07				
12/2/2019	6490 3723-Georges William	11/7/2019	PHILLIPS 66	EDW:Def for Box Truck Lic #U31660 11/2019		<u>21.95</u>	10	5210	01	22
	Total 6490 3723-Georges William					21.95				

Report Transaction Totals

9,667.35

Non-routine Credit Card Transactions Explanations

Brown, Troy M - External portable SSD (2) & carrying case (2) for SHARE backup needs.

IT Password Manager Software that is used to keep track of passwords and store them securely in the Cloud.

Bednar, Leslie - American Payroll Association (APA) annual membership dues for Rhonda Johnisee

Kates, Linda - Replace liftgate motor on the box truck in Champaign.

Greve Penrod, Shandi - Community Service Public Relations Council (CSPRC) Nonprofit Marketers Network Luncheon Meeting registration.

Parr, Casey - Countertop dishwasher for the Carbondale office.